

ADMINISTRATIVE ASSISTANT REPORT

March 2012

03/25/2012

FINANCIALS:

1. The 2011-year end reports will be brought to the auditors the first week of April or thereabouts. The Fixed Asset reports and depreciation for 2011 will be worked on as well.
 - Does the Town Board wish to meet with the auditors after receiving the annual audit report (usually late summer/early fall)? I would suggest this, so the auditors might discuss with the Town Board budgeting concerns, the reason for certain reporting, comparisons of budget verses actual, etc.
 - As was done previous years, a Management Discussion & Analysis letter will need to be written by the Town and included with the Annual Audit.
2. The 2011 Annual Financial reports will be compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 10th. I have done the usual DRAFT 2011 Financial Report for your approval, but am wondering if you want copies available of the:
 - a. 2011 Entire Budget worksheets w/ actual (10 pages)
 - b. 2011 Town Board Budget Report w/actual (6 pages)
 - c. 2011 Actual Designated Funds Report w/actual (13 pages)
3. The Madeline Island Ferry Line has been billed & has paid the 2012 dock lease.
4. Ashland County was billed and has paid for County H work 7/1/11-12/31/11.
5. Reports have been sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund for the month of Feb and also for mid-March. Both parties have sent in their share of the funds needed to cover the repair bills for the sleds.

GRANTS:

1. The final Harbor expenditures have been remitted to WI Coastal Management.
2. I hope to work on the final bike path figures that the WI DOT came up with.
3. I have been working with Dorothy Tank in the hopes of still getting funding for the Oct. 2010 storm damage expenses the Town incurred. It appears the state fund for this type of reimbursement may be running out of money, so the state is questioning every reimbursement submitted.
4. The Annual Recycling Grant Report is due April 2nd, so Ted & I will be finishing that up.

MISCELLANEOUS:

1. **INSURANCE: General:** The Town's current insurance agency, The Horton Group, has just sent the annual paper work for them to issue a quote on the town's insurance.
 - In the past, several insurance agents have expressed an interest in providing the Town with an insurance quote from their agency. This year, Pat Gillis, of Rural Insurance requested information to quote the Town's policies. He met with me Thurs, March 22nd regarding the town's policies, building, equipment, procedures..
 - The Town's General & Auto insurance policy expires June 10th, so the Town Board will need to decide if they want quotes from agents?
 - Does the Town Board want the agent(s) to do a presentation to the Board?

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk